

PRIOR WRITTEN NOTICE CHECKLIST

LEA _____

CENSUS NUMBERS

File Sample Code: IP = Initial Placement EC = Early Childhood DIS = Disciplinary PO = Phased Out CS = Continuing Services																
												# I	# O	TOTAL		
SOF REQUIREMENTS REVIEWED LOCATION																
V.B.2.d	Identification (IP, PO, EC, CS)															
	Evaluation (IP, EC, DIS, PO, CS)															
	FAPE (DIS, CS, IP, EC)															
	Educational Placement (including graduation, PO, CS, DIS)															
	PWN sent to parent at required times within the last 12 months															
V.B.2.e	PWN provided in parent's native language or mode of communication															
V.B.3.c	Description of action proposed or refused by LEA															
	Explanation of why the agency proposed or refused to take action															
	Description of any options considered and why options were rejected															
	Description of evaluation procedures, test records used as a basis for the decision															
	Description of any other relevant factors															
	If the notice is not an initial referral for evaluation, a statement of how a copy of procedural safeguards can be obtained															
	Sources to obtain assistance in understanding notice															
	Prior Written Notice included all of the items above															

COMMENTS: